

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

1.9422
A2P942
PMA PROCEDURE TRANSMITTAL

NOTICES

PERSONNEL DESIGNATION: Effective November 6, Mr. Thomas Sedinger is Acting Chief of Operations of the Philadelphia Labor Branch Office. Mr. Clarence E. Herdt, former Chief of Operations, is now in Washington assisting the Labor Camp Disposal Officer.

INCREASED TELEGRAPH RATES: Effective 12:01 A.M., October 24, 1947, the Western Union Telegraph Company eliminated the Government rate differential and full commercial rates now apply on U. S. Government interstate domestic messages. It is the responsibility of all supervising officials to review their use of telegraphic services and make the necessary adjustments, in order that their budget for this purpose will not be exceeded.

Offices are urged to use airmail, airmail Special, or special delivery in lieu of telegrams whenever possible without hindrance to PMA activities. In many cases these methods of transmission will deliver the message at its destination before office hours the following morning. If available, leased wire facilities should be utilized. When telegraphic service is necessary for the efficient performance of PMA activities, excessive costs can be minimized to a large degree by elimination of all unnecessary words in each message sent.

NEW RELEASES

ADMINISTRATIVE ORGANIZATION CHANGES IN CERTAIN FIELD OFFICES: Effects the
NOTICE NO. 74 transfer of personnel, funds, equipment, etc., from certain
10/31/47 field offices of the Cotton, Fiscal, Grain and Shipping and
Storage Branches to the CCC Field Offices.

ADMINISTRATIVE FISCAL YEAR APPROPRIATION CHARGES FOR PERSONAL SERVICES:
NOTICE NO. 75 Requires the adjustment of present obligations for
10-31-47 personal services covering the period June 29, 1947,
through June 26, 1948 to include services through June 30,
1948. Distribution to (A) Manual Holders only.

129.4 and
Exhibit C
10-31-47
(Supersedes
129.4 dated
3-20-46)
PROCEDURE FOR CONTRACT RENEGOTIATION: This Instruction delineates the functions and responsibilities of the Contract Disputes Board of the CCC, the commodity branches, the Fiscal Branch, the Office of Audit, and the Office of the Solicitor, and establishes the procedure to be followed in effecting renegotiation of CCC contracts. It has been revised to change the former Contract Renegotiation Committee to its present designation of Contract Disputes Board, and to require the commodity branches to submit a monthly report on the status of all their contracts containing renegotiation provisions which have not been disposed of

NEW RELEASES (Cont'd)

- 129.4
(Cont'd) beginning with the month of November. The former report from the branches of contracts with renegotiation provisions entered into during each month has been discontinued. Supersedes 129.4 dated 3-20-46 which should be removed from the manual. Exhibits A and B issued with the former Instruction have not changed and shall be retained in the manual for use with the new Instruction dated 10-31-47. Distribution to (A) and (B-Washington only) manual holders.
- 202.1
10-31-47
(Supersedes
201.2 dated
7-10-47) CUSTODIAL AND BONDING REQUIREMENTS FOR GOVERNMENT FUNDS, TOKENS, POSTAGE STAMPS, ETCETERA: Establishes Administration policy on the safekeeping of and accounting for cash, tokens and other Government property and delegates responsibilities for bonding custodians to directors of branches. This instruction supersedes 201.2 dated 7-10-47 which should be removed from the manual.
- 211.1
10-31-47
(Supersedes
211.1 dated
6-18-46) BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL: Revised to eliminate the centralization of certain travel authorities in the Offices of the Administrator and the Director, Budget and Management Branch, and completely realigns basic travel authorities so as to vest them in the Office of the Administrator and Assistant Administrators and in the heads of branches, staff offices and principal field offices, together with certain powers of redelegation. Supersedes PMA Instruction 211.1, dated 6-18-46, which should be removed from the manual. Also supersedes paragraphs I D; I J 2, 3, 4, 5; and I K of PMA Instruction 101.1, dated 5-28-46.
- 216.4
10-31-47 TRANSPORTATION - ROUND TRIP TICKETS: States responsibilities of PMA employees when round-trip travel is performed by both rail and air transportation facilities.
- 325.2
10-31-47 DISCIPLINARY CASES INVOLVING FISCAL IRREGULARITIES: Sets forth joint responsibilities of the PE Division, the FI Branch, and the Office of Audit on handling and reporting personnel cases involving fiscal irregularities. Distribution limited to (A-06,07,15,25,26) and (B-06,15,26, field only) manual holders.

FORMS MANUAL INSERTION

- TABLE OF
CONTENTS
11-5-47 TABLE OF CONTENTS - FORMS MANUAL "A": Includes current Forms Manual Insertions released through Procedure Transmittal No. 110. Remove Forms Manual Table of Contents dated 11-28-46. Distribution to (A) Manual Holders only.

CHANGES

218.2 PER DIEM IN LIEU OF ACTUAL EXPENSES: On Exhibit A,
Exhibit A "Schedule of Maximum Per Diem Rates for Foreign Travel"
10-28-47 change the per diem rate for Uruguay from \$88.00 to \$8.00.

312.3 EMPLOYMENT UNDER LETTER OF AUTHORIZATION: Page 2,
7-7-47 paragraph III B 1, last line, change "six months" to
read "two months."

* * *

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 74

ORGANIZATION CHANGES IN CERTAIN FIELD OFFICES

The following changes in field offices shall be made effective as of July 1, 1947.

A Chicago, Illinois - The functions, personnel, equipment and funds of the Chicago Grain Office, the Chicago Area Office of the Fiscal Branch, and the Chicago Field Office of the Shipping and Storage Branch are transferred to the Chicago CCC Field Office.

B Kansas City, Missouri - The functions, personnel, equipment and funds of the Kansas City Grain Office are transferred to the Kansas City CCC Field Office.

C Minneapolis, Minnesota - The functions, personnel, equipment and funds of the Minneapolis Grain Office are transferred to the Minneapolis CCC Field Office.

D New Orleans, Louisiana - The functions, personnel, equipment and funds of the New Orleans Cotton Office, and the Shipping and Storage Branch New Orleans Sub-Office are transferred to the New Orleans CCC Field Office. The Shipping and Storage Branch personnel transferred are:

Brown, Lillian D.
Cabos, Mary E.
Delaville, Hubert A.
Hurst, Shirley M.

LeBlanc, Emelie M.
Mendleson, Stanley J., Sr.
Price, George F.

E New York, New York - The functions, personnel, equipment and funds of the New York Sugar, Fiber, Fats and Oils Office are transferred to the New York CCC Field Office.

F Portland, Oregon - The functions, personnel, equipment and funds of the Portland Grain Office and the Portland Sub-Office of the Shipping and Storage Branch are transferred to the Portland CCC Field Office. The Shipping and Storage Branch personnel transferred are:

Baker, Harold E.
Churchill, Leigh H.
Crites, Harry E.
Diltz, Chalmer A.
Garrison, Fern J.
Hardison, Velda L.
Kimmel, Willard A.

Mishler, Marjorie E.
Owen, Richard H.
Parisi, Gloria M.
Payne, Carl D.
Roberg, Wayne
Vernon, L. Lean
Weest, William

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

ADMINISTRATIVE NOTICE NO. 75

FISCAL YEAR APPROPRIATION CHARGES FOR PERSONAL SERVICES

House Report No. 990 on the Supplemental Appropriation Bill, 1948, contained the following statement: "The committee wishes to put all agencies on notice that the appropriations for the fiscal year 1948 - as for any other year - are intended to cover earnings for all the workdays occurring in that year. No deficiency estimates will be considered in future years to cover earnings for workdays carried over from prior years."

In view of this statement of the House Appropriations Committee, all salaries should be charged to the appropriations current when such salaries are earned. Thus, the workdays June 28, 29 and 30, 1948, must be charged to fiscal year 1948 appropriations. Although compensation earned on June 30, 1947, in most instances was charged to fiscal year 1948 funds, steps will be taken in the near future to reflect this as a charge against funds available during the fiscal year 1947. Instructions to effect this change will be issued shortly.

The obligations (for personal services) currently reflected on allotment accounts maintained by the Fiscal Branch cover the period June 29, 1947, through June 26, 1948. In order to conform with the policy expressed by the House Committee, it will be necessary for the Fiscal Branch to adjust the obligations now of record to cover the period through June 30, 1948. The allottees and the Budget Division, Budget and Management Branch, will be notified by the Fiscal Branch of the necessary increases made in obligations for personal services. Subsequent personnel actions shall be recorded to include the compensable days through June 30, 1948.

* * *

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

PMA 129.4

PROCEDURE FOR CONTRACT RENEGOTIATION

I PURPOSE AND SCOPE

This Instruction delineates the functions and responsibilities of the Contract Disputes Board, the commodity branches, the Fiscal Branch, the Office of Audit, and the Office of the Solicitor, and establishes the procedure to be followed in effecting renegotiation of Commodity Credit Corporation contracts.

II DEFINITIONS

- A Board - Means the Contract Disputes Board of the CCC.
- B Board Secretary - Means the Secretary to the Contract Disputes Board of the CCC.
- C Commodity Branch - Means any commodity branch.
- D Audit - Means the Office of Audit.
- E Solicitor - Means the Office of the Solicitor of the U.S. Department of Agriculture.

III REGISTER OF RENEGOTIABLE CONTRACTS

The Board has established a register of all CCC contracts containing provisions for renegotiation. Each commodity branch shall also maintain a register of its contracts which contain provisions for renegotiation.

IV CONTRACT RENEGOTIATION

A Obtaining Profit and Loss Statement

1 Each commodity branch shall notify its contractors, within the time limit specified in the contract by means of Form Letter PMA L-2 (exhibit A), that CCC intends to renegotiate the contract, and by means of Form Letter PMA L-3 (exhibit B), shall request the contractor to submit a profit and loss statement in duplicate for the subject contract. The commodity branch shall furnish a copy of these letters to Audit. PMA L-2
PMA L-3

2 If Audit does not receive the profit and loss statement within 30 days after completion of the contract or 30 days following the contractor's receipt of the request, whichever is later, it shall notify the commodity branch. The commodity branch shall send a second request for the information to the contractor and enclose a copy of the first request.

PROCEDURE FOR CONTRACT RENEGOTIATION

(IV A)

3 The commodity branch shall obtain the advice and assistance of the Solicitor if this second request is ignored, and shall then take whatever action may be feasible.

B Analysis of the Profit and Loss Statement

1 Audit shall analyze these statements to determine whether there exists any basis for recapturing funds paid to the contractor. Only Audit may request additional information from the contractor. Audit shall report its findings to the commodity branch and to the Board Secretary.

2 Either the Board or the commodity branch may request that Audit make an audit of the contractor's records and/or make special reports and recommendations as to the basis for recapture and the amount to be recaptured.

C Contract Review

1 The commodity branch shall review the findings of Audit and obtain the advice and opinion of the Solicitor where necessary. The commodity branch shall submit its recommendations to the Board Secretary. This submission shall include:

- a An interpretation of CCC's rights in the case.
- b The amount of excess profits which should be recaptured.
- c All related and supporting documents and information, including such pertinent factors as:
 - (1) Depreciation of a war-time facility with questionable post-war utility or salvage value.
 - (2) The amount and percent of the facility that has been charged off through the date of the profit and loss statement.
 - (3) Pertinent differences in the allowance or allocations of costs by the contractor and by Audit.
 - (4) Failure of the contractor to claim certain types of costs or allowances.
- d An analysis of other similar contracts representing high, average, and low profits.
- e Any other factor deserving consideration.

PROCEDURE FOR CONTRACT RENEGOTIATION

(IV C 2)

2 The Board Secretary shall arrange a meeting to consider the recommendation of the commodity branches and shall invite those concerned. The Board shall consider the recommendations of the commodity branch and Audit and shall:

- a Approve the recommendation or
- b Disapprove the recommendation or
- c Direct the appropriate commodity branch to reconsider and resubmit its recommendation or
- d Direct the commodity branch to seek an offer from the contractor for settlement or
- e Take such other action as it may decide.

3 The commodity branch shall carry out the directives of the Board and shall submit any settlement resulting from negotiations with the contractor to the Board for approval. Final approval must be obtained from the Board before settlement proposals are accepted for the CCC.

V RECAPTURE OF FUNDS

A Board Determination - The Board Secretary shall notify the appropriate commodity branch and the Fiscal (FI) Branch of the Board's determination.

B Collection

1 The commodity branch, with the concurrence of the Solicitor as to form and legal sufficiency, shall present the claim to the contractor with instructions to make checks or drafts payable to the "Commodity Credit Corporation", and to forward them to the FI Branch.

2 If the contractor does not make payment within 30 days after presentation of the request for payment, the commodity branch shall send a follow-up letter to the contractor and enclose a copy of the original request for payment.

3 The commodity branch shall notify the Board Secretary if the contractor:

- a Does not make payment within 20 days after the follow-up letter is mailed or

PROCEDURE FOR CONTRACT RENEGOTIATION

(V)

b Makes payment in an amount other than that approved by the Board.

4 The commodity branch or the FI Branch shall notify the Board Secretary of any developments arising subsequent to the request for payment, not specified above.

5 The Board shall determine the appropriate action, and direct the commodity branch to carry out its determinations.

VI MONTHLY REPORT OF RENEGOTIABLE CONTRACTS

Each branch shall furnish the Board Secretary a report each month of the status of all their contracts under which renegotiation proceedings have not been completed by CCC. The report shall report the status of the contracts as of the 15th of each month and shall be submitted to the Board by the end of the month. Contracts under which renegotiation proceedings have not been completed by CCC, shall be reported from the time they are entered into by the branch until final settlements (including payments of claims) are made.

A Format - In order that all the reports submitted will be uniform, they shall be prepared in the form illustrated by the attached sample (exhibit C). The report shall be submitted in quadruplicate, beginning with the 15th of October 1947.

B Contractors - The contractors shall be listed alphabetically with their contract's number listed immediately below their names.

C Current Status - Describe the current status of the contract, for example; referred to the Solicitor, awaiting audit report, profit and loss statement requested from contractor, etc. Any significant progress made during the month should also be stated.

D Future Plans - Describe what actions are planned and when they are expected to be accomplished.

VII REGISTRATION OF CORRESPONDENCE

All correspondence with contractors regarding contract renegotiation shall be sent by registered mail — return receipt requested. A copy of all such correspondence shall be furnished to the Board Secretary.

* * *

Attachment: Exhibit A - PMA L-2
Exhibit B - PMA L-3
Exhibit C - Report Form

(Date)

To: Secretary, Contract Disputes Board

From:

Subject: Status of Renegotiations of CCC Contracts

The following status report as of the 15th of _____ is submitted in accordance with PMA Instruction 129.4.

CONTRACTORS

CURRENT STATUS

FUTURE PLANS

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

PMA 202.1

CUSTODIAL AND BONDING REQUIREMENTS
FOR GOVERNMENT FUNDS, TOKENS, POSTAGE STAMPS, ET CETERA

I PURPOSE

This Instruction establishes the policy of the Administration with respect to the safekeeping of and accounting for cash, tokens, postage stamps, negotiable instruments and other valuable Government property, and the bonding requirements for custodians of such property.

II RESPONSIBILITY

It is the responsibility of the director of each branch to designate appropriate custodial and accountable officers and advise them of the necessity for safeguarding and accounting for all Government funds, documents, and property for which they are responsible. Directors of branches will determine the amount of bond required of accountable officers when found necessary for the protection of funds, property, and negotiable instruments of the Government.

III SAFEGUARDING FACILITIES

A Bonding Employees Handling Them - Every employee whose prescribed duties require him to receive, handle, or have custody of public funds or remittances, except checks and other instruments drawn payable to the Treasurer of the United States or endorsed payable to the Treasurer of the United States prior to receipt by the employee, shall furnish an approved corporate surety bond in an amount determined to be sufficient to protect the United States against loss, provided, however, that branch directors may by formal action specifically exempt any employee who handles less than \$200 a year. Recommendations for such exemptions should set forth the names of the designated custodians, a description of the funds or property handled and the amount or value thereof, the reason why exemption from the usual bond requirement is desired, and any other pertinent information. A copy of each notice of exemption from bonding requirements shall be forwarded to the Administrative Fiscal Division, Fiscal Branch, Washington, D.C. In determining the amount of bond consideration shall be given to the value of the funds or other property handled; the nature of the property or fund and the likelihood or ease with which it may be converted to one's own use or disposed of; and the degree of security or lack of security due to the location of the office and protective features available (including guards, watchmen, barred windows, locks, vaults, alarms or other similar facilities).

B Providing Adequate Safes or Locked Cabinets - Safekeeping facilities shall be used for keeping cash, negotiable instruments, postage stamps, tokens, and other valuable property which may be

CUSTODIAL AND BONDING REQUIREMENTS
FOR GOVERNMENT FUNDS, TOKENS, POSTAGE STAMPS, ET CETERA

(III B)

readily converted to personal use. In instances where vaults, or locked safes or locked steel cabinets or locked desks are not available, requests and recommendations should be made to the director of the branch concerning the type and value of the property involved and the need for appropriate facilities. Branch directors will take the necessary steps to supply their offices with needed safekeeping facilities either by transfer of the equipment from other offices within the branch or by requesting transfer or purchase through the appropriate service unit of the Administration. The type of safekeeping facilities shall be determined by taking into consideration the value, volume, likelihood of and ease of conversion to personal use and the likelihood of loss to the United States. Expenses should not be incurred for equipment for the safekeeping of collections or other funds which are required to be promptly disposed of by depositing in an established depository.

C Depositing Promptly with other Authorized Custodians - Cash, collections or other receipts for deposit with designated banks or other authorized custodians should not be retained regardless of the safekeeping facilities available, but should be promptly deposited in accordance with applicable fiscal regulations.

D Accountability Records for Postage Stamps, Street Car Tokens, Toll Tickets, Etc. - Adequate records should be maintained by each office to fully indicate at all times receipts, issuances, and inventories of postage stamps, street car tokens, toll tickets, etc., by number, value and category. These records should reveal the amount, source from which received, and the specific use of all items issued.

E Periodic Audits - Administrative - It is the responsibility of each branch director to require periodic internal audits by competent inspectors or auditors of their own staffs, at least once a year, to assure (1) the proper and adequate safekeeping of Government funds and valuable property; (2) that appropriate bonds are in continuous effect; (3) that custodial and accountable officers are not negligent in the performance of their duties; (4) that collections are promptly deposited; and (5) that accounting records are currently maintained to reflect acquisitions, use, disposition and balances of all funds, postage stamps, tokens, and valuable property of the United States, in compliance with the requirements of the Fiscal Branch.

IV RECORDING AND SAFEKEEPING OF CUSTODIAL BONDS

A Recording - Bonds of custodians shall be recorded by each branch for their respective employees showing the date of issuance, the name of the employee bonded, the amount of the bond, the type of bond, and termination date of bond. Likewise a record shall be maintained of the exemptions from bond requirements showing the same items required when requesting exemption as shown in Paragraph A Section III. A record of bonding custodians and

CUSTODIAL AND BONDING REQUIREMENTS
FOR GOVERNMENT FUNDS, TOKENS, POSTAGE STAMPS, ET CETERA

(IV A)

exemptions from bond requirements of all employees of all branches and offices of PMA shall be maintained by the Administrative Fiscal Division, Fiscal Branch, Washington, D.C.

B Safekeeping of Bonds - All bonds of custodians shall be forwarded by the branches and offices to the Administrative Fiscal Division, Fiscal Branch, Washington, D.C. for recording, appropriate attention and for transmittal to the Section of Surety Bonds, Treasury Department.

* * *



6

47



UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

PMA 211.1

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

I PURPOSE

This Instruction outlines the basic policies governing travel by PMA employees, delegates authority to designated officials and prescribes the scope of authority under such delegations.

II DELEGATION OF AUTHORITY

A Officials Designated to Authorize and Approve Travel. - The following PMA officials are hereby delegated authority to authorize and approve travel, transportation, and necessary incidental expenses of employees under their administrative jurisdiction, subject to applicable laws, regulations and the specific limitations of this Instruction.

- 1 Deputy Administrator
- 2 Assistant Administrators
- 3 Deputy Assistant Administrators
- 4 Branch Directors and Directors of Staff Offices
- 5 Associate and Assistant Directors of Branches and Staff Offices.
- 6 Directors, CCC Field Offices
- 7 PMA State Chairmen
- 8 Executive Officers in the following State Offices:
Arkansas, Connecticut, Georgia, Louisiana, Massachusetts, Mississippi, Oklahoma, Rhode Island, South Carolina, and Vermont.

B Redelegation of Authority - The above officials are authorized to redelegate such authority to their subordinates, to the extent necessary for good administration and within the limitations of this Instruction. Subordinates may not redelegate the authority delegated to them. All re-delegations not published in PMA Instructions must be in writing and a copy filed with the appropriate administrative accounting office, except when redelegations are made in the station Letters of Authorization.

C Officials Who May Authorize Their Own Travel - The Deputy Administrator, Assistant Administrators, Branch Directors, Directors of Staff Offices, PMA State Chairmen (and Executive Officers in the State Offices named above) may authorize their own travel, transportation and expenses incident thereto, subject to applicable laws, regulations and PMA Instructions.

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

III POLICY

A Responsibilities of Authorizing Officials - Authorized officials are charged with the responsibility of keeping travel to a minimum. They shall authorize only rates and allowances that are equitable to the traveler and the Government within the prescribed maximum rates and allowances, and shall provide copies of the Standardized Government Travel Regulations (GTR's) and other pertinent regulations and Instructions to employees whose travel they direct.

B Letters of Authorization (LA's)

1 Annual or fiscal year LA's for individuals, Form AD-202, "Authorization-Travel," as distinguished from AD-202
general or station LA's, Form AD-204, "Authorization-AD-204
General," shall be kept to a minimum and requested only when the type of travel is such that LA's, Form AD-202, for individual specific trips are neither practicable nor adequate. LA's must not extend beyond the close of the appropriation year (fiscal or calendar) in which issued. A new LA should be issued in each instance when a traveler is or will be in travel status beginning with the first day of the new appropriation year. Any annual or fiscal year LA should be limited in area as much as possible.

2 AD-204 may be issued on a quarterly, annual, or fiscal year basis (depending upon the appropriation) when the programs involved are of a continuing nature. Such LA's may cover travel of supervisory officials in charge of field offices and authorize the incurrence of necessary travel, station, and miscellaneous expenses incident to the proper and efficient operation of the field offices. The LA's shall be prepared indicating the titles of the supervising officials in lieu of names of individuals. Provision may be made to authorize the travel of assistants by the issuance of Subletters of Authorization on AD-202. However, when it is desirable to use station or general LA's to cover the travel of assistants without the necessity of issuance of written Sub-LA's, the following phraseology shall be inserted in the space above "Duration of Authority:"

"Your assistants with your approval are also authorized to incur these expenses. Mileage by privately owned automobile must be authorized by your written order in advance."

3 Supervisory officials in charge of field offices may not redelegate their authority to direct travel unless specific authorization therefor is contained in the pertinent station LA's. However, in the absence of the officers-in-charge, the officials designated to act in that capacity may use the authority delegated in the related LA's by indicating the appropriate "acting" titles under their signatures.

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

IV SCOPE OF AUTHORITY GRANTED IN ABOVE DELEGATIONS

A Types of Travel

1 Travel authorized under the above delegations is limited to:

a Points within the continental limits of the United States.

b Provinces of Canada and States of Mexico adjacent to the United States, provided: It is incident to any travel between points within the United States or in connection with the traveler's regular duties, when the most economical usually traveled route involves travel outside the continental limits of the United States. (Any specific trip to Canada or Mexico requires further approval.)

c Points within the territories and insular possessions of the United States covering employees stationed therein.

d Attendance of employees at meetings:

(1) Occuring in the course of employee's regular official travel.

(2) When the meeting is not national, regional (involving more than one State) or Statewide in character, regardless of the number of employees who are to attend.

(3) When the meeting is national, regional (involving more than one State) or Statewide in character, provided that not more than two branch employees are to attend.

(4) Of cooperative agricultural extension groups.

(5) Of PMA employees relating to their official duties.

LIMITATION: The Administrator's Office only may authorize attendance of employees at meetings which are national, regional (involves more than one State), Statewide or international in character when more than two employees of a branch or staff office are to attend. For authorization and reporting requirements, in such cases, see PMA Instruction 101.

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

(IV A 1)

e Travel and transportation of transferred employees and their immediate families in connection with a change of official station and movement of household effects. LIMITATION: Authority for this class of transportation is limited to Deputy Administrators; Assistant Administrators; Branch Directors and Directors of Staff Offices and PMA State Chairmen and may not be redelegated.

f Travel by extra fare airplane and/or extra fare trains when:

(1) The cost thereof, taking into consideration salary and subsistence savings, is not in excess of travel by other usual means of transportation.

(2) No other means of transportation is available. (This means no other carrier available, and not lack of accommodations.)

(3) Required in emergencies involving the saving of life or property.

(4) Specifically delegated to authorize or approve excess cost of extra fare air or extra fare train travel, when required in the interest of the Government. LIMITATION: Travel by extra fare airplane or train other than the four classes stated above must be approved by the Director of Finance.

g In emergency or unusual circumstances when the use of seat or parlor car is necessary for a journey of two hours or less.

h Station and field party expenses and transportation.

i Approval of Travel without prior authority where no emergency existed. LIMITATION: This authority is limited to the Deputy Administrator, Assistant Administrators, Directors of Branches, Directors of Staff Offices and PMA State Chairmen and may not be redelegated.

j Approval of travel accommodations costing more than a standard lower berth, when necessary for security purposes. LIMITATION: This authority is limited to the Deputy Administrator, Assistant Administrators, Directors of Branches, Directors of Staff Offices and PMA State Chairmen and may not be redelegated.

BASIC AUTHORITIES GOVERNING OFFICIAL TRAVEL

V AUTHORIZATIONS AND APPROVALS ABOVE BUREAU LEVEL

The Deputy Administrator and each Assistant Administrator, as appropriate, are authorized to act for the Administrator's Office in indorsing requests for travel authority and advance of funds required beyond the range of authority delegated to officers of PMA and in obtaining clearances and approvals of appropriate authority from Departmental or other officials.

A Foreign Travel - Authorizations for Foreign travel of PMA employees must be cleared with the Office of Foreign Agricultural Relations and the Office of Budget and Finance.

B Travel of Persons Not Employed by the Government - When travel is to be performed for the benefit of the Administration by persons who are not Government employees, travel and per diem expenses may be allowed them while away from their homes or regular places of business in accordance with Standardized Government Travel Regulations, but advance approval of the Director of Finance of travel authorizations for such travel must be obtained.

C Travel Advance Funds - Under the Subsistence Expense Act of 1926 and the Act of August 2, 1946, designated (bureau) officials are authorized to approve applications for advances in the amount of \$1,000 or less for (a) subsistence expenses incident to official travel or (b) expenses in connection with transfer of official station within the continental United States. Applications for advances for these purposes exceeding \$1,000 must be approved by the Director of Finance.

* * *

UNITED STATES DEPARTMENT OF AGRICULTURE
Production and Marketing Administration

PMA 216.4

TRANSPORTATION - ROUND-TRIP TICKETS

I PURPOSE

The purpose of this Instruction is to inform PMA personnel of their responsibilities when round-trip travel is performed by both rail and air transportation facilities.

II STATUTORY REQUIREMENT

A Section 204 (c) of the Act of June 23, 1938 (49 U.S.C. 424c) provides as follows: "Travel by personnel of the United States Government on commercial aircraft, domestic or foreign, including travel between airports and centers of population or posts of duty when incidental to travel on commercial aircraft, shall be allowed at public expense when authorized or approved by competent authority and transportation requests for such travel may be issued upon such authorizations. Such expense shall be allowed without regard to comparative costs of transportation by aircraft with other modes of transportation."

1 Interpretation - The Comptroller General has ruled that the provisions of the above statute do not preclude the application of paragraph 16 of the Government Travel Regulations requiring the purchase of through tickets, excursion tickets, reduced rate round-trip or party tickets whenever practicable and economical (CG Dec. B-64534, 4-16-47)

III RESPONSIBILITIES

A Traveler - It is the responsibility of the traveler to determine the practicality and economy of obtaining a round-trip ticket regardless of the mode of transportation used and to use such round-trip transportation in its entirety. However, when circumstances require or justify the use of different means of transportation not previously authorized for the going and the return portions of the trip, and the use of different methods is more costly, a clear statement of facts must be submitted by the traveler.

B Administrative Authority - Official transportation costing more than the round-trip fare for the mode of travel utilized in the outgoing trip may be approved by the official authorized to direct the travel when such means of transportation was required or justified.

IV PENALTY

The excess cost to the Government will be deducted from reimbursement vouchers of travelers which do not conform to the requirements outlined above.

UNITED STATES DEPARTMENT OF AGRICULTURE
PRODUCTION AND MARKETING ADMINISTRATION

TABLE OF CONTENTS - FORMS MANUAL "A"

"AD" Forms

AD-7	TELEPHONE DIRECTORY INFORMATION (For additions only) 4-11-46 Distribution: A
AD-8	TELEPHONE DIRECTORY INFORMATION (For deletions only) 4-11-46 Distribution: A
AD-14	REQUEST FOR SUPPLIES, EQUIPMENT OR SERVICE 10-8-46 Distribution: A (except A-14),W,L,S-16,B
AD-39	RESIGNATION FORM--NO TITLE 6-12-46 Distribution: A,W,L,S,B
AD-61	REQUEST FOR AUTHORIZATION TO ATTEND MEETING 4-9-46 Distribution: A,W,L,S (except S-14),B
AD-106	PROPERTY RECORD (PURCHASED PUBLISHED MATERIAL) 8-8-46 Distribution: A (except A-14),W,L,S (except S-14),B
AD-106	PROPERTY RECORD (NONEXPENDABLE PROPERTY) 9-20-46 Distribution: A (except A-14),W,L,S (except S-14),B
AD-107	REPORT OF TRANSFER OF PROPERTY 9-20-46 Distribution: A (except A-14),W,L,S (except S-14),B
AD-108	REPORT OF PROPERTY CONSTRUCTED 9-20-46 Distribution: A (except A-14),W,L,S (except S-14),B
AD-109	REPORT OF SURPLUS OR UNSERVICEABLE PROPERTY 9-20-46 Distribution: A (except A-14),W,L,S (except S-14),B
AD-110	AUTHORIZATION FOR DISPOSITION OF SERVICEABLE PROPERTY 9-20-46 Distribution: A (except A-14),W,L,S (except S-14),B
AD-111	REPORT OF DISPOSITION OF PROPERTY 9-20-46 Distribution: A (except A-14),W,L,S (except S-14),B
AD-112	REPORT OF LOSS OR DAMAGE OF PROPERTY 9-20-46 Distribution: A (except A-14),W,L,S (except S-14),B
AD-113	PHYSICAL INVENTORY REPORT (PURCHASED PUBLISHED MATERIAL) 8-8-46 Distribution: A (except A-14),W,L,S (except S-14), B

TABLE OF CONTENTS - FORMS MANUAL "A"

"AD" Forms Cont'd

AD-113 PHYSICAL INVENTORY REPORT (NONEXPENDABLE PROPERTY) 9-20-46
Distribution: A (except A-14),W,L,S (except S-14),B

AD-126 PERSONNEL NOTIFICATION 6-17-46 Distribution: A,W,L,S,B

AD-139 FINAL SALARY PAYMENT REPORT 3-26-47 Distribution: A,W,L,S,B

AD-154 JUSTIFICATION FOR AIR TRAVEL 4-9-46 Distribution: A,W,L,
S (except S-14),B

AD-164 LIVING QUARTERS STATEMENT 8-8-46 Distribution: AA

AD-196 REQUEST FOR RETIREMENT RECORD CARD 9-23-46 Distribution: A,
W-15,L-15

AD-200 REQUEST FOR AUTHORIZATION OR AMENDMENT 6-17-46 Distribution:
A,W,L,S (except S-14),B

AD-202 AUTHORIZATION-TRAVEL Three insertions: (1) Transfer of
Official Station (2) Individual LA (3) Sub-LA 6-17-46
Distribution: A,W,L,S (except S-14),B

AD-204 AUTHORIZATION-GENERAL Two insertions: (1) When a Sub-LA
is not Required (2) When a Sub-LA is Required 6-17-46
Distribution: A,W,L,S (except S-14),B

AD-206 AUTHORIZATION-AMENDMENT Two insertions: (1) Amendment to
and Individual LA (2) Amendment to a Sub-LA 6-17-46
Distribution: A,W,L,S (except S-14),B

AD-244 REQUEST FOR PURCHASE OF PUBLICATION 8-8-46 Distribution:
A (except A-14),W,L,S (except S-14),B

AD-250 ACCIDENT REPORT 11-5-46 Distribution: A (except A-14),W,
L,S (except S-14),B

TABLE OF CONTENTS - FORMS MANUAL "A"

"AD" Forms - Cont'd

AD-252 MOVEMENT OF HOUSEHOLD GOODS AT GOVERNMENT EXPENSE 5-1-46
Distribution: A (except A-14), W (except W-14), L, S,
(except S-14),B

AD-258 PRERENEWAL CANVASS STATEMENT 10-23-46 Distribution: A
(except A-14),L,S, (except S-14),B

AD-270 REQUEST FOR REPRODUCTION SERVICES AND/OR FORM SPEC-
IFICATIONS 7-11-47 Distribution:A,W

AD-273 REQUEST FOR NEW AND/OR ADDITIONS TO EXISTING MAILING CODES
7-11-47 Distribution: A,W (Insertion No. 1 for estab-
lishing new lists; insertion No. 2 for requesting additions
to existing mailing lists)

AD-275 MANAGEMENT IMPROVEMENT REPORT 5-28-46 Distribution:
A,W,L,S,B

AD-287 WORK IMPROVEMENT PROPOSAL 5-28-46 Distribution: A,W,L,S,B

AD-288 REQUISITION FOR TELEPHONE SERVICE 4-11-46 Distribution: A

AD-514 REFERENCE SLIP 8-13-46 Distribution: A,W,L,S,B

AD-517 REQUEST FOR PERSONNEL ACTION 1-16-46 Distribution: A,W,
L,S,B

AD-529 PROCEDURE REQUEST 10-24-45 Distribution: A,W,L,S,B

AD-530 ESTIMATE OF QUARTERLY PERSONNEL REQUIREMENTS 5-10-46
Distribution: A,L

AD-532 ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS Distribution: A,L

AD-536 REQUEST FOR APPOINTMENT OF CONSULTANTS WITHOUT COMPENSATION
1-16-46 Distribution: A,W,L,S,B

AD-546 NOTICE OF PERSONNEL CEILING ALLOTMENT 3-12-47
Distribution: A,L

TABLE OF CONTENTS - FORMS MANUAL "A"

"AD" Forms - Cont'd

- AD-547 REQUEST FOR DISPOSITION OF INACTIVE RECORDS 8-20-46
Distribution: A (except A-14),W
- AD-548 RECORDS INVENTORY, APPRAISAL AND DISPOSITION WORK SHEET
8-20-46 Distribution: A (except A-14),L,S (except S-14),B
- AD-555 REPORT AND CERTIFICATION OF NIGHT DIFFERENTIAL 10-2-46
Distribution: A,W,L,S,B

"CA" Forms

- CA-1 EMPLOYEE'S NOTICE OF INJURY OR OCCUPATIONAL DISEASE 8-5-46
Distribution: A,W,L,S,B,C On both front and reverse of
the form under "Distribution" after "Field" change the
word "returned" to "retained."
- CA-2 OFFICIAL SUPERIOR'S REPORT OF INJURY 8-5-46 Distribution:
A,W,L,S,B,C
- CA-3 REPORT OF TERMINATION OF TOTAL DISABILITY 8-5-46
Distribution: A,W,L,S,B,C
- CA-4 CLAIM FOR COMPENSATION ON ACCOUNT OF INJURY 8-5-46
Distribution: A,W,L,S,B,C
- CA-5 CLAIM FOR COMPENSATION ON ACCOUNT OF DEATH 8-5-46
Distribution: A,W,L,S,B,C
- CA-8 CLAIM FOR CONTINUANCE OF COMPENSATION ON ACCOUNT OF
DISABILITY 8-5-46 Distribution: A,W,L,S,B,C
- CA-16 REQUEST FOR TREATMENT OF INJURY UNDER THE UNITED STATES
EMPLOYEES' COMPENSATION ACT 8-5-46 Distribution: A,W,L,
S,B,C
- CA-17 REQUEST FOR TREATMENT OF INJURY UNDER UNITED STATES
EMPLOYEES' COMPENSATION ACT WHEN CAUSE OF INJURY IS IN
DOUBT 8-5-46 Distribution: A,W,L,S,B,C
- CA-32 REPORT ON HERNIA 8-5-46 Distribution: A,W,L,S,B,C

TABLE OF CONTENTS -- FORMS MANUAL "A"

"CCC" Forms

CCC-414 REQUEST FOR COMPENSATORY TIME 4-24-47 Distribution:
A,W,L,S,B

"CSC" Forms

CSC-2806 RETIREMENT RECORD CARD 9-23-46 Distribution: A,W-15,L-15

CSC-2806-1 DESIGNATION, CHANGE, OR REVOCATION OF BENEFICIARY 9-23-46
Distribution: A,W,L,S,B

CSC-3000 RETIREMENT DEATH CLAIM 9-20-46 Distribution: A,L-26

CSC-3001 APPLICATION FOR RETIREMENT ANNUITY 9-23-46
Distribution: A,L-26

CSC-3002 APPLICABLE FOR RETIREMENT ON ACCOUNT OF TOTAL DISABILITY
9-30-46 Distribution: A,L-26

CSC-3005 APPLICATION FOR REFUND OF RETIREMENT DEDUCTIONS 9-23-46
Distribution: A,L-26

CSC-3012 APPLICATION FOR SERVICE CREDIT 9-23-46 Distribution:
A,W,L,S,B

CSC-3037 STATEMENT OF ACCOUNT OF OVERDRAWN ANNUAL AND/OR SICK
LEAVE 9-23-46 Distribution A,W-15,L-15

CSC-3471 ELECTION TO MAKE VOLUNTARY CONTRIBUTIONS 9-23-46
Distribution: A,W,L,S,B

"FDA" Forms

FDA-463 DETAILED INFORMATION REGARDING SPACE TO BE LEASED OR
LEASE TO BE RENEWED 10-23-46 Distribution: A
(except A-14),L,S (except S-14),B

TABLE OF CONTENTS - FORMS MANUAL "A"

"FDA" Forms - Cont'd

FDA-594 ABSTRACT OF DELIVERY ORDERS 7-15-46 Distribution: A;W-05,
15,16,18,28,30;L;S;B-18,30

FDA-596 PUBLIC WEIGHMASTER'S CERTIFICATE 6-3-47 Distribution: A;
W-05,15,16,18,30;L;S;B-18,30

FDA-670 FAIR MARKET VALUE STATEMENT IN SUPPORT OF LEASE 10-23-46
Distribution: A (except A-14),L,S (except S-14),B

FDA-806 NOTICE OF ALLOCATION 7-15-46 Distribution: A;W-05,15,16,
18,28,30;L;S;B-18,30

"FFC" Forms

FFC-3R REPORT OF FIRE ON GOVERNMENT-OWNED OR LEASED PROPERTY
4-4-47 Distribution: A,W,L,S,B,C

"FP" Forms

FP-51 AGREEMENT WITH THE UNITED STATES DEPARTMENT OF AGRICULTURE
FOR DISTRIBUTION AND USE OF COMMODITIES 9-5-46
Distribution: A,W,L-06,S-14

"PBA" Forms

PBA 10-292 REQUEST FOR WORK TO BE PERFORMED 10-9-46 Distribution: A
(except A-14),W

"PMA" Forms

PMA-74 FIELD RECORD ENVELOPE 6-11-47 Distribution: A;W-05,15,
16,18,30;L;S;B-18,30

PMA-76 ABSTRACT AND AVAILABILITY RECORD 4-30-46 Distribution:
A,W,L,S,B

TABLE OF CONTENTS - FORMS MANUAL "A"

"PMA" Forms - Cont'd

PMA-77 CONTRACT TERMINATION RECORD 3-20-46 Distribution: A,W

PMA-85 DIRECTORY OF SHIPPING AND STORAGE FIELD OFFICES 4-16-47
Distribution: A,W,L,S,B

PMA-100 STANDARD CONTRACT CONDITIONS 4-24-46 Distribution: A,W,B

PMA-115 ABSTRACT AND TABULATION OF BIDS RECEIVED 10-23-46
Distribution: A (except A-14),L,S (except S-14),B

PMA-138 EXPORT PACKAGING SPECIFICATIONS 7-17-46 Distribution:
A,W,L,S,B

PMA-140 NEGOTIATED SALES CONTRACT 7-17-46 Distribution:
A,W,L,S,B

PMA-150 PURCHASE ORDER 6-10-47 Distribution: A,W,L,S,B

PMA-151 AUTHORIZATION OF EXCESS OVERTIME 11-27-46 Distribution:
A,W,L,S,B

PMA-152 CERTIFICATION OF EXCESS OVERTIME PERFORMED 11-27-46
Distribution: A,W,L,S,B

PMA-164 REQUEST FOR APPROVAL OF VETERAN TRAINING 5-23-46
Distribution: A,W,L,S,B

PMA-165 EMPLOYEE PROGRESS REPORT 9-6-46 Distribution: A,W,L,S,B

PMA-171 PROGRAM AUTHORIZATION 6-4-47 Distribution: A;W-05,15,16,18,30;
L;S;B-18,30

TABLE OF CONTENTS - FORMS MANUAL "A"

"PMA" Forms - Cont'd

PMA-180 CONDITIONS FOR TRANSFER OF SURPLUS PROPERTY 7-10-46
Distribution: A,W,L,S,B

PMA-182 TABULATION OF OFFERS AND ACCEPTANCES 6-5-46 Distribution:
A,W,L,S,B

PMA-182a TABULATION OF OFFERS AND ACCEPTANCES--SUPPLEMENTAL 6-5-46
Distribution: A,W,L,S,B

PMA-213 MONTHLY REPORT OF PERSONNEL 7-7-47 Distribution: A,L-15

PMA-227 POWER OF ATTORNEY FOR AN AGENT OF CORPORATION 8-30-46
Distribution: A,W,L,S,B Opposite "Procedure Covering Use,"
delete "124.2" and on same line delete "other."

PMA-228 POWER OF ATTORNEY AND DESIGNATION OF AGENCY BY PERSONS
OTHER THAN CORPORATIONS 8-30-46 Distribution: A,W,L,S,B
Opposite "Procedure covering use," delete "124.2," and
on same line delete "other."

PMA-235 CONDITIONS FOR SALE OF CCC-OWNED COMMODITIES TO GOVERNMENT
AGENCIES 9-11-46 Distribution: A,W,L,S,B After "Procedure
covering use," delete "none" and insert "128.15."

PMA-237 GENERAL INFORMATION AND CONDITIONS FOR SALE OF SURPLUS
PROPERTY 2-10-47 Distribution: A,W,L,S,B

PMA-239 RETIREMENT RECORD DATA 1-15-47 Distribution: A,W,L,S,B

PMA-248 PURCHASE CONTROL RECORD 6-4-47 Distribution: A;W-05,15,16,
18,30,L;S;B-18,30

TABLE OF CONTENTS - FORMS MANUAL "A"

"PMA" Forms - Cont'd

PMA-249 REPORT OF FIELD PURCHASES 6-4-47 Distribution: A;W-05,
15,16,18,30;L;S;B-18,30

PMA-283 CHECK LIST OF ABSTRACTS AND RELATED DOCUMENTS ISSUED
7-25-46 Distribution: A,W,L,S,B

PMA-291 WEEKLY PERFORMANCE REPORT 10-2-46 Distribution: A,W,L
(except L-21,26),B (except B-24)

PMA-291a INSTRUCTIONS TO PACKAGING AND PROCESSING CONTRACTORS
10-8-46 Distribution: A,W,L (except L-21,26),B
(except B-24)

PMA-300 AMENDMENT PROPOSAL 11-6-46 Distribution: A,W,L,S,B

PMA-301 DIRECTORY OF AREA FISCAL OFFICES 10-9-46 Distribution:
A,W,L,S,B

PMA-375 CONSIGNEE'S RECEIPT 6-10-47 Distribution: A;W-05,15,
16,18,30;L;S;B-18,30

PMA-413 MARKET NEWS SERVICE JOINT OPERATING COMMITTEE 8-8-47
Distribution: A

PMA-417 NOMINATION FOR HONOR AWARDS 8-11-47 Distribution:
A,W,L,S,B

PMA-418 ANALYSIS OF MAN-MONTHS BY WORK PROGRAMS (DIRECT ALLOTMENTS)
8-12-47 Distribution: A,L

"PMA" Form Letters

PMA-L-14 REFUND OF RETIREMENT DEDUCTIONS 9-30-46 Distribution:
A,L-26

TABLE OF CONTENTS -- FORMS MANUAL "A"

"PMA" Form Letters - Cont'd

PMA-L-15 RETIREMENT - APPLICATION FOR REFUND 9-30-46 Distribution:
A,W-15,L-15

PMA-L-16 RETIREMENT - INFORMATION RE FUTURE ANNUITY 9-30-46
Distribution: A,L-26

PMA-L-17 RETIREMENT - INFORMATION RE IMMEDIATE ANNUITY 9-30-46
Distribution: A,L-26

PMA-L-18 VERIFICATION OF SERVICE 9-30-46 Distribution: A,L-26

"PO" Forms

PO-3811 RETURN RECEIPT 4-29-46 Distribution: A,W

"P&O" Forms

P&O-8 STATEMENT RELATIVE TO SPACE OCCUPIED BY THE DEPARTMENT OF
AGRICULTURE IN FEDERAL BUILDINGS OUTSIDE OF THE DISTRICT
OF COLUMBIA 10-23-46 Distribution: A (except A-14),L,S
(except S-14),B

Standard Forms

SF-37 NOTICE OF RETIREMENT 9-20-46 Distribution: A,L-26

SF-40 CONTRACT FOR TELEPHONE SERVICE 10-23-46 Distribution: A
(except A-14),L,S (except S-14),B

SF-51 REPORT OF EFFICIENCY RATING 3-4-46 Distribution: A,W,L,S,B

SF-57 APPLICATION FOR FEDERAL EMPLOYMENT 1-16-46 Distribution:
A,W,L,S,B

SF-62 RECORD OR REQUEST FOR APPROVAL OF PROMOTION AND/OR
REASSIGNMENT 1-16-45 Distribution: A,W,L,S,B

TABLE OF CONTENTS - FORMS MANUAL "A"

Standard Forms - Cont'd

SF-1012 VOUCHER FOR PER DIEM AND/OR REIMBURSEMENT OF EXPENSES
Revised INCIDENT TO OFFICIAL TRAVEL (Insertion No. 1, 6 pages;
Insertion No. 2, 3 pages; Insertion No. 3, 3 pages)
4-9-46 Distribution: A,W,L,S (except S-14),B

SF-1012d RECEIPT FOR CASH SUBVOUCHER 4-9-46 Distribution:
Revised A,W,L,S (except S-14),B

SF-1030 GOVERNMENT REQUEST FOR TRANSPORTATION 4-9-46 Distribution:
SF-1031 A,W,L,S (except S-14),B

SF-1039 STATEMENT OF ADVANCE OF FUNDS FOR TRAVEL EXPENSES 4-9-46
Revised Distribution: A,W,L,S (except S-14),B Change
preparation from "Original only" to "Original and one
copy."

SF-1094 U.S.GOVERNMENT TAX EXEMPTION CERTIFICATE 4-9-46
Distribution: A,W,L,S (except S-14),B

SF-1099 SIGNATURE CARD 9-23-46 Distribution: A,L-26

SF-1103 U.S.GOVERNMENT BILL OF LADING 11-6-46 Distribution:
A (except A-14),W,L,S (except S-14),B

SF-1107 TEMPORARY RECEIPT IN LIEU OF U.S.GOVERNMENT BILL OF
LADING 11-4-46 Distribution: A (except A-14),W,L,S
(except S-14),B

SF-1108 CERTIFICATE IN LIEU OF LOST U.S.GOVERNMENT BILL OF
LADING 11-4-46 Distribution: A (except A-14),W,L,S
(except S-14),B

SF-1121 BILL OF LADING ACCOUNTABILITY RECORD 11-6-46
Distribution: A (except A-14),W,L,S (except S-14),B

SF-1130 TIME AND ATTENDANCE REPORT 12-19-46 Distribution: A,
L,S,B

SF-1135 TIME AND ATTENDANCE REPORT 12-18-46 Distribution:
A (Washington only),W

"SMA" Forms

SMA-120 PUBLIC VOUCHER - PURCHASE PROGRAMS 7-15-46 Distribution:
A;W-05,15,16,18,28,30;L;S;B-18,30 Deletereference
opposite "Procedure covering use." Insert "Individual
program procedures."

TABLE OF CONTENTS - FORMS MANUAL "A"

"SMA" Forms - Cont'd

SMA-1292 LOADING INSTRUCTIONS 7-15-46 Distribution: A;W-05,15,16,18
28,30;L;S;B-18,30

"SS" Forms

SS-42 REQUEST FOR COMMODITY INSPECTION 1-22-46 Distribution:
A,W,B-11,18,19,22,30,33

SS-43 SAMPLING REPORT 1-22-46 Distribution: A;W;B-11,18,19,22,30,
33

"TF" Forms

TF-2254 INDIVIDUAL AUTHORIZATION CARD AND TREASURY FORM, RECORD OF
PAYROLL ALLOTMENTS 8-15-46 Distribution: A,W,L,S,B

UNNUMBERED LIBRARY PURCHASE ORDER 8-8-46 Distribution: A
FORM (except A-14),W,L,S (except S-14),B

* * *

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

ADVANCE ^RRELEASE
ADMINISTRATIVE NOTICE NO. 80

INTERPRETATION OF PMA INSTRUCTION NO. 111.24,
CCC OPERATING RELATIONSHIPS

I PURPOSE

This notice is written to provide interpretation of certain requirements of PMA Instruction 111.24, CCC Operating Relationships, as follows:

A Paragraph III A - This paragraph provides that the Assistant Administrator for CCC "shall arrange for clearance of" certain classes of correspondence.

For the present, the requirements of this section shall be considered satisfied by the referral of such correspondence to the office of the Assistant Administrator for CCC through the usual clearance channels, and with the necessary approvals or concurrences.

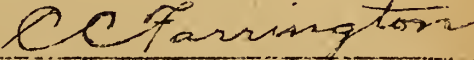
B Paragraph V - This paragraph provides that the Washington branches will provide technical direction necessary for the day to day operations of CCC field offices within the limits of policy and procedure approved by the Assistant Administrator for CCC.

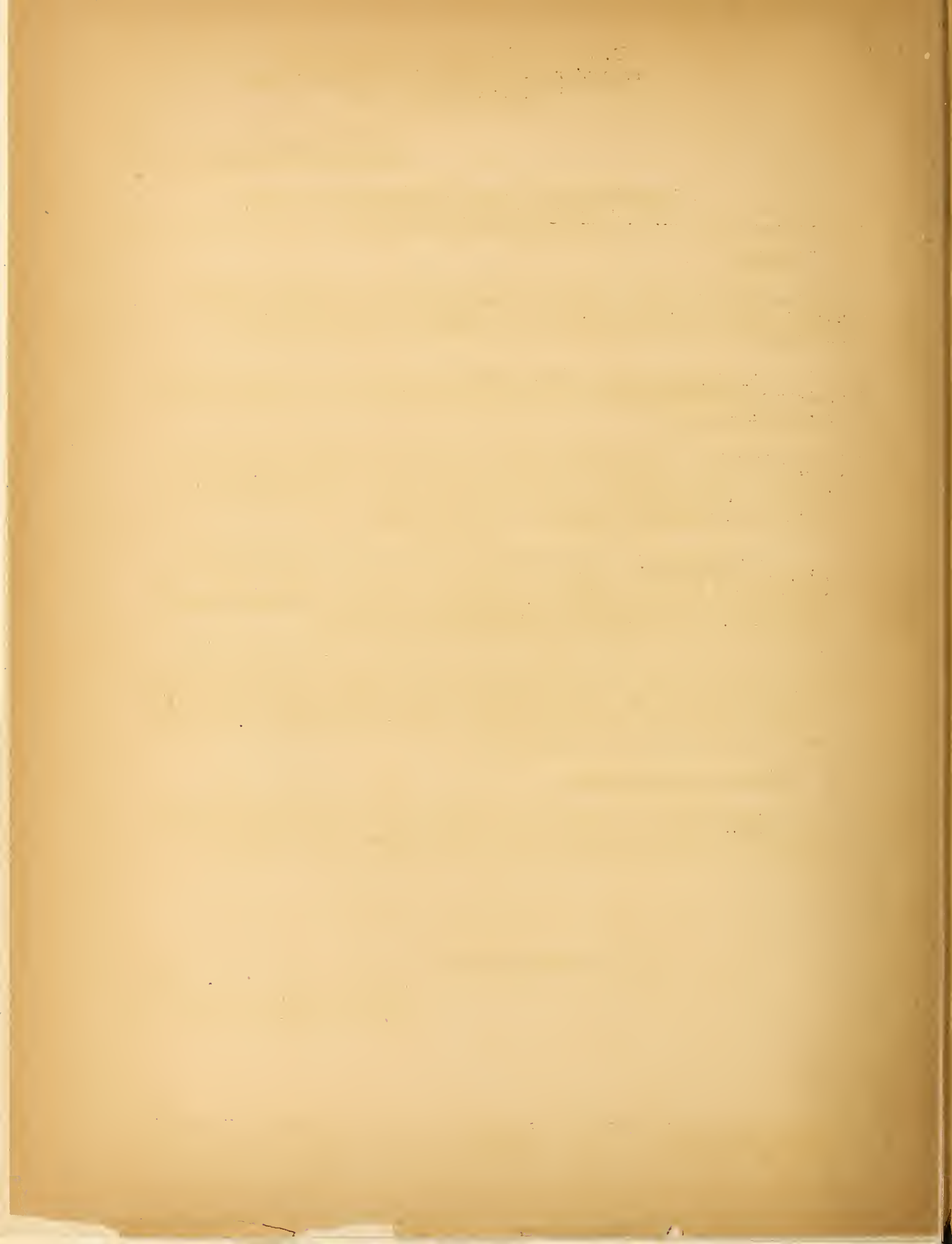
It shall be policy of the Office of the Assistant Administrator for CCC to encourage full and easy communication between Washington branches and CCC field offices, subject always to the condition that this office be fully informed of the original plan of field operations and of any major modifications in such operations.

II REQUEST FOR SUGGESTIONS

I would appreciate any comments or suggestions the Washington branches and the CCC field offices may have on the subject of CCC Operating relations.

For the Administrator:


Assistant Administrator for CCC



U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

ADVANCE RELEASE
PMA-106.3

COORDINATION OF CCC AND RELATED PROGRAMS IN THE FORMULATIVE STAGES

I . PURPOSE

This instruction prescribes procedure necessary to give effect to the requirements established in PMA Instruction 111.24, CCC Operating Relationships, for bringing about coordination in the development of CCC and related programs, including program dockets, procedures and instructions.

II DELEGATION OF AUTHORITY

The Director, Price Support and Foreign Supply Branch, is hereby delegated responsibility for carrying out this coordination function for program aspects of CCC and related programs as follows:

A Notice to PS Branch - The originating branch shall notify the Director of the Price Support and Foreign Supply Branch when a preliminary or discussion draft of the docket, procedure, or instruction has been prepared.

B Clearances - The Price Support and Foreign Supply Branch, in collaboration with the originating branch, will schedule necessary clearances and expedite the clearance process by providing all interested persons opportunity for timely participation in the review of the docket, procedure, or instruction, utilizing such time-savings methods as (a) conference method of review, (b) the use of working teams in drafting necessary revisions, and (c) the establishment of deadlines for comment and further consideration.

C Release of Final Docket Drafts - Following clearances provided above, the originating branch shall present the docket in final form to the Secretary, CCC, for review and circulation, not later than Friday of the week prior to the date scheduled for presentation to the Board, as provided for in established procedure.

D Release of Procedures, Instructions, etc. - Following the clearances provided above, approved drafts of procedures and instructions will be returned to the originating branch, which branch will be responsible for its release, including responsibility for arranging for distribution and reproduction in accordance with established practice and procedure.

COORDINATION OF CCC AND RELATED PROGRAMS IN THE FORMULATIVE STAGES

III RESPONSIBILITIES AND AUTHORITIES OF FISCAL AND PRICE SUPPORT
BRANCHES FOR CCC CLEARANCES

Procedures, instructions, etc., originating in or dealing primarily with the activities of the Fiscal and Shipping and Storage Branches may be cleared or issued by such branches for CCC, within the limits of their respective areas of responsibility, without referral to the Price Support and Foreign Supply Branch.

* * *

For the Administrator:

CC Farrington
Assistant Administrator for CCC

1.9422
A 2 P 942

Reserve

U. S. DEPARTMENT OF AGRICULTURE
Production and Marketing Administration
Washington 25, D. C.

ADVANCE RELEASE December 15, 1947

PMA PROCEDURE TRANSMITTAL

CCC PROGRAM CALENDAR: In order to permit timely planning of CCC activities, Branch Directors are requested to submit to the Price Support and Foreign Supply Branch a full program calendar for the coming year showing the following information on CCC and related programs, as defined in PMA Instruction 111.24, CCC Operating Relationships.

	Docket		Instructions & Procedures
Commodity:	Presentation:	Announcement:	
:Draft Date:	Date	: Date	:Draft Date : Release Date
Date work normally starts on docket draft	Date presented to Board	Date of public announcement	Date work normally starts on draft

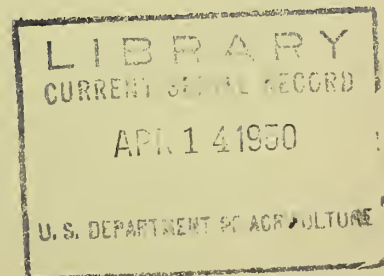
NEW RELEASES

ADMINISTRATIVE
NOTICE NO. 80
12-15-47

INTERPRETATION OF PMA INSTRUCTION 111.24, CCC OPERATING RELATIONSHIPS. Provides interpretations to certain requirements of PMA Instruction 111.24, CCC Operating Relationships. Distribution: (A).

PMA-106.3
dated
12-15-47

COORDINATION OF CCC AND RELATED PROGRAMS IN THE FORMULATIVE STAGES: Establishes procedure for bringing about coordination in the development of CCC and related programs and assigns responsibility for such activity to the Price Support and Foreign Supply, the Fiscal, and Shipping and Storage Branches. This Instruction is effective immediately and applies to all dockets, procedures and instructions now being prepared which have not been released for general consideration. Distribution: (A).



THE UNIVERSITY OF CHICAGO
LIBRARY

1910

1911

1912

1913

1914

1915

1916

1917

1918

1919

1920

1921

1922

1923

1924

1925

1926

1927